

Good morning, Ladies and Gentlemen.

STAT

Thank you

It is always a flattering experience for a person to be invited to talk to a group about his favorite subject.

I appreciate particularly the opportunity to come here today and talk to you, the future managers of our agency - because we need your ideas and your assistance to help us solve our agency records problems.

Although the need for manpower in technical and scientific fields is greater today than ever before, the ratio of administrative and support personnel is increasing. Also, there is a terrific paperwork burden on personnel in operational, technical and scientific functions. [One of our top scientists, Dr. von Braun, when recently asked to comment on the progress of exploring space, replied: "We have overcome most of the problems of gravity, and we will reach the moon---if the paperwork doesn't hold us down."

Records have received a lot of attention in the public press recently - Congressman Olsen, Chairman of the House sub-Committee investigating reporting requirements on employers expressed shock at the number of reports and the amount of paperwork required by business to furnish data to Federal Agencies. President Johnson has repeatedly told the Cabinet to eliminate needless paperwork and a few days ago he declared a moratorium on the buying of filing cabinets; he has asked us along with all Agencies to implement his program - Here is a memorandum I received from Col.

ILLEGIB

It is particularly appropriate, therefore I discuss our Records Policies today.

The Agency Records Administration Program is administered on a decentralized basis. The Records Administration Staff furnishes staff guidance, assistance and coordinates the program. We develop standards, policies and procedures; we also make surveys and audits and in addition we operate the Agency Archives and Records Center. So, you can probably say that we are not a true Staff organization--one that deals only with top policy. By-the-way, here is an appropriate story - It seems that there was a poor old Centepede who was badly crippled with arthritis - The poor creature ached in everyone of his legs. So he went to a Wise Old Owl for advice. "What you've got to do" said the Wise Old Owl "is change yourself into a rabbit - a rabbit has only 4 legs that can ache. "Brilliant" said the Centepede, "but, tell me how do I go about changing myself to a rabbit"? "That" said the Owl "is up to you" - "I deal with these problems only at the policy level". Sometimes I wish this was really true! Our records policies are basically uncomplicated - there are six of them and you have just seen them So let's proceed now to discuss them through our theme of The Challenge of Records Management.

STAT

Turn on Projector -